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U.S. Office of Price Administration

Fuel oil rationing, general instructions

[Washington]

[1942]

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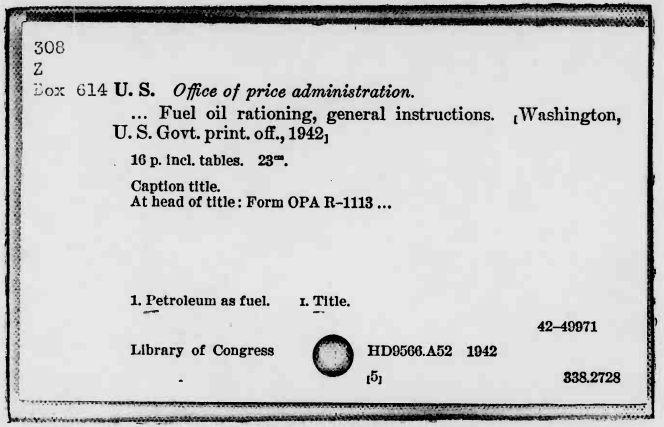

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UNITED STATES OF AMERICA

OFFICE OF PRICE ADMINISTRATION

FUEL OIL RATIONING GENERAL INSTRUCTIONS

SECTION I

THE NEED FOR RATIONING FUEL OIL

The importance of petroleum in the all-out war effort is an established fact. Without it we could not build the vast armada of planes required by our war program, much less fly them. We could not equip our armored forces with the tanks they need, much less with the fuel necessary to send them against the enemy. We could not build the ships so desperately needed by our Navy and Merchant Marine, much less send them on their way to defend and maintain our essential lines of supply and communication. Nor could we make guns for our troops, much less furnish these guns with the necessary ammunition. In short, without the use of petroleum and its essential by-products, we could not succeed in the war effort. It is, therefore, imperative that our military forces and the industries contributing to the national defense have available the necessary supplies of those vital products.

In peace times the entire east-coast region of the United States receives ninety percent of its supply of petroleum products by ocean tanker, principally from the Gulf Coast region. Since Pearl Harbor, due to sinkings by enemy submarines and the diversion of tanker capacity to military needs, tanker traffic to the East Coast has diminished to a point where it can now be entirely discounted as a means of transporting petroleum.

The lack of facilities to transport our stocks of petroleum has caused a serious shortage of that vital material of war in the East Coast area. Every possible measure has been taken to utilize the various forms of transportation to alleviate the problem. Thousands of railroad tank cars have been diverted from their normal use in midwestern areas to East Coast service. Pipelines, tank trucks, and barges on inland

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waterways have been put into service. However, in spite of tremendous increases in these forms of petroleum shipment, it has been impossible to supply the East with enough petroleum to satisfy civilian and war-production needs.

In order to expedite shipments to the East, supplies are being drawn from the closer, Midwestern states rather than from the more distant Gulf Coast states. Because of the unusual drain on stocks caused by this dislocation of normal markets and because of the diversion of transportation facilities, the fuel oil shortage is moving westward. It is for this reason that it is necessary to provide for equitable distribution by rationing in this whole region as well as in the East.

The diminishing stocks must be safeguarded for our war industries and military effort. The supply available for civilian needs must be distributed in an equitable manner. Waste must be eliminated. These goals can be attained only through the operation of a comprehensive rationing plan.

SECTION II

OUTLINE OF THE PLAN FOR FUEL OIL RATIONING

1. **General.**

A. **Introduction:** In the development of the rationing plan for fuel oil the Office of Price Administration has been greatly assisted by an advisory council composed of representative members of the petroleum, heating, construction, and insulation industries, by health authorities, heating and ventilating engineers and building managers, as well as by members of various government agencies.

Extreme care has been taken at every point in the development of the plan to accomplish the objectives: (1) curtailment of fuel oil consumption to the extent forced by the shortage of facilities for transportation, (2) equitable distribution of available supplies, (3) stimulation to convert to coal or other fuels less scarce than oil, or to conserve by improving burner efficiency and by reducing structural heat loss, (4) adequate provision for health factors, age factors, and special heating requirements.

B. **Products and Uses Rationed:** The rationing covers all fuel oils (both distillate and residual, grades #1 through #6, including Diesel oil and kerosene) and includes all uses (home heating, industrial, commercial, military, and miscellaneous.)

Although the same basic principles apply to all users of fuel oil for heating purposes, the following types of establishment are treated in slightly different ways to insure the maximum possible equality in the granting of rations:

(1) Private Dwellings.
(2) Premises other than Private Dwellings.

C. **Types of Coupons:** Every purchase of fuel oil requires the presentation of coupons or other evidences (as defined in the Regulations) secured from local War Price and Rationing Boards. Indefinite value coupons that can be varied in gallonage from period to period are used in one and ten unit sizes for heating premises and for water heating where the applicant seeks a ration for both purposes. The

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initial value of these coupons is ten gallons for the one unit coupon, and one hundred gallons for the ten unit coupon. Definite value coupons of 1, 5, 25, and 100 gallon size are used for all other purposes. Inventory coupons of definite value will be issued to dealers and secondary suppliers. Coupons are printed on safety paper to prevent counterfeiting, and are assembled in sheet form—100 coupons to the sheet.

A special acknowledgment form (OPA R-544, Revised) will be provided for the use of certain Government agencies, and a delivery receipt (OPA R-1125) will be provided for large users of residual oil for non-heating purposes.

D. **Delivery of Fuel Oil:** It is permissible for the customer to deposit his coupon sheet with his dealer if he so desires. The rationing plan, therefore, need not interfere with the dealer's delivery practices. It will be possible for dealers to continue their efforts to arrange for delivery in such a manner as to conserve gasoline and tires.

E. **Control and Audit:** All purchases (with a few specified exceptions) must be made by coupons or other evidences. Dealers will keep a record of all sales to consumers and will record serial numbers of all coupons received in connection with each sale. Dealers will replenish their stocks only in return for coupons which they surrender to their suppliers. Dealers and secondary and primary suppliers (as defined in the Regulations) are registered at the start of the rationing program. Dealers and secondary suppliers are given "inventory coupons" to the extent of their unfilled capacities. Instantaneous audit is, therefore, possible since coupons plus stock must equal capacity at all times.

Registered primary suppliers will submit to the Office of Price Administration monthly reconciliation reports showing opening and closing inventories and other pertinent data.

2. **Heating Uses.**

A. **Ration Periods and Thermal Zones:** The heating season has been divided into five periods of approximately equal degree days, each period thus requiring the same amount of fuel oil for space heating. Since the calendar distribution of degree days differs regionally, the dates of these heating periods will be different for each of the thermal zones described below. Coupons are numbered to indicate the period for which they are valid.

In order to care for regional disparities in heating requirements, the rationed area is divided into four thermal zones (A, B, C, and D from North to South).*

ZONE A

Period	*Beginning date*	*Ending date*
1	Oct. 1, 1942	Nov. 29, 1942
2	Nov. 30, 1942	Jan. 6, 1943
3	Jan. 7, 1943	Feb. 8, 1943
4	Feb. 9, 1943	Mar. 17, 1943
5	Mar. 18, 1943	Sept. 30, 1943

**Periods and Zones.*—O. P. C. District 1 and District 2 mentioned below refer to two of the petroleum marketing districts into which the country has been divided by the Office of Petroleum Coordinator.

States in O. P. C. District 1

Maine (all counties). *New Hampshire* (all counties)
Vermont (all counties).
Upper New York (the following 15 counties):

Clinton	Hamilton	Montgomery	Saratoga
Essex	Herkimer	Oneida	Warren
Franklin	Jefferson	Otsego	Washington
Fulton	Lewis	St. Lawrence	

States in O. P. C. District 2

Michigan (all counties). *Wisconsin* (all counties).
Minnesota (all counties). *North Dakata* (all counties).
South Dakota (all counties).
Iowa (the following 19 counties):

Allamakee	Emmet	Lyon	Sioux
Cerro Gordo	Floyd	Mitchell	Winnebago
Chickasaw	Hancock	O'Brien	Winneshiek
Clay	Howard	Osceola	Worth
Dickinson	Kossuth	Palo Alto	

ZONE B

Period	*Beginning date*	*Ending date*
1	Oct. 1, 1942	Dec. 2, 1942
2	Dec. 3, 1942	Jan. 5, 1943
3	Jan. 6, 1943	Feb. 6, 1943
4	Feb. 7, 1943	Mar. 12, 1943
5	Mar. 13, 1943	Sept. 30, 1943

States in O. P. C. District 1

Massachusetts (all counties). *Rhode Island* (all counties).
Connecticut (all counties). *New Jersey* (all counties).
Pennsylvania (all counties).
New York (the following 47 counties):

Albany	Dutchess	Ontario	Seneca
Alleghany	Erie	Orange	Steuben
Bronx	Genesee	Orleans	Suffolk
Broome	Greene	Oswego	Sullivan
Cattaraugus	Kings	Putnam	Tioga
Cayuga	Livingston	Queens	Tompkins
Chautauqua	Madison	Rensselaer	Ulster
Chemung	Monroe	Richmond	Wayne
Chenango	Nassau	Rockland	Westchester
Columbia	New York	Schenectady	Wyoming
Cortland	Niagara	Schoharie	Yates
Delaware	Onondaga	Schuyler	

States in O. P. C. District 2

Ohio (the following 70 counties):

Allen	Fayette	Lorain	Preble
Ashland	Franklin	Lucas	Putnam
Ashtabula	Fulton	Madison	Richland
Auglaize	Geauga	Mahoning	Sandusky
Belmont	Greene	Marion	Seneca
Carroll	Guernsey	Medina	Shelby
Champaign	Hancock	Mercer	Stark
Clark	Hardin	Miami	Summit
Clinton	Harrison	Montgomery	Trumbull
Columbiana	Henry	Morgan	Tuscarawas
Coshocton	Hocking	Morrow	Union
Crawford	Holmes	Muskingum	Van Wert
Cuyahoga	Huron	Noble	Wayne
Darke	Jefferson	Ottawa	Williams
Defiance	Knox	Paulding	Wood
Delaware	Lake	Perry	Wyandot
Erie	Licking	Pickaway	
Fairfield	Logan	Portage	

Indiana (the following 53 counties):

Adams	Grant	Marion	Starke
Allen	Hamilton	Marshall	Steuben
Benton	Hancock	Miami	Tippecanoe
Blackford	Hendricks	Montgomery	Tipton
Boone	Henry	Newton	Union
Carroll	Howard	Noble	Vermillion
Cass	Huntington	Parke	Wabash
Clinton	Jasper	Porter	Warren
De Kalb	Jay	Pulaski	Wayne
Delaware	Kosciusko	Putnam	Wells
Elkhart	Lagrange	Randolph	White
Fayette	Lake	Rush	Whitley
Fountain	La Porte	St. Joseph	
Fulton	Madison		

Illinois (The following 61 counties):

Adams	Fulton	McDonough	Sangamon
Boone	Grundy	McHenry	Schuyler
Brown	Hancock	McLean	Scott
Bureau	Henderson	Macon	Shelby
Carroll	Henry	Marshall	Stark
Cass	Iroquois	Mason	Stephenson
Champaign	Jo Daviess	Menard	Tazewell
Christian	Kane	Mercer	Vermilion
Coles	Kankakee	Morgan	Warren
Cook	Kendall	Moultrie	Whiteside
De Kalb	Knox	Ogle	Will
De Witt	Lake	Peoria	Winnebago
Douglas	La Salle	Piatt	Woodford
Du Page	Lee	Pike	
Edgar	Livingston	Putnam	
Ford	Logan	Rock Island	

Iowa (The following 80 counties):

Adair	Davis	Johnson	Poweshiek
Adams	Decatur	Jones	Ringgold
Appanoose	Delaware	Keokuk	Sac
Audubon	Des Moines	Lee	Scott
Benton	Dubuque	Linn	Shelby
Black Hawk	Fayette	Louisa	Story
Boone	Franklin	Lucas	Tama
Bremer	Fremont	Madison	Taylor
Buchanan	Greene	Mahaska	Union
Buena Vista	Grundy	Marion	Van Buren
Butler	Guthrie	Marshall	Wapello
Calhoun	Hamilton	Mills	Warren
Carroll	Hardin	Monona	Washington
Cass	Harrison	Monroe	Wayne
Cedar	Henry	Montgomery	Webster
Cherokee	Humboldt	Muscatine	Woodbury
Clarke	Ida	Page	Wright
Clayton	Iowa	Plymouth	
Clinton	Jackson	Pocahontas	
Crawford	Jasper	Polk	
Dallas	Jefferson	Pottawattamie	

Missouri (The following 32 counties):

Adair	Daviess	Linn	Putnam
Andrew	De Kalb	Livingston	Ralls
Atchison	Gentry	Macon	Randolph
Buchanan	Grundy	Marion	Schuyler
Caldwell	Harrison	Mercer	Scotland
Chariton	Holt	Monroe	Shelby
Clark	Knox	Nodaway	Sullivan
Clinton	Lewis	Pike	Worth

Nebraska (All counties).

Kansas (The following 37 counties):

Atchison	Greeley	Phillips	Smith
Brown	Jackson	Pottawatomie	Thomas
Cheyenne	Jewell	Rawlins	Trego
Clay	Lane	Republic	Wabaunsee
Cloud	Logan	Riley	Wallace
Decatur	Marshall	Rooks	Washington
Doniphan	Mitchell	Scott	Wichita
Ellis	Nemaha	Shawnee	
Gove	Norton	Sheridan	
Graham	Osborne	Sherman	

ZONE C

Period	*Beginning date*	*Ending date*
1	Oct. 1, 1942	Dec. 3, 1942
2	Dec. 4, 1942	Jan. 4, 1943
3	Jan. 5, 1943	Feb. 2, 1943
4	Feb. 3, 1943	Mar. 6, 1943
5	Mar. 7, 1943	Sept. 30, 1943

States in O. P. C. District 1

Delaware (all counties).
District of Columbia.
West Virginia (all counties).
Maryland (all counties).
Virginia (all counties).

States in O. P. C. District 2

Ohio (The following 18 counties):

Adams	Gallia	Meigs	Vinton
Athens	Hamilton	Monroe	Warren
Brown	Highland	Pike	Washington
Butler	Jackson	Ross	
Clermont	Lawrence	Scioto	

Indiana (the following 39 counties):

Bartholomew	Franklin	Martin	Scott
Brown	Gibson	Monroe	Shelby
Clark	Greene	Morgan	Spencer
Clay	Harrison	Ohio	Sullivan
Crawford	Jackson	Orange	Switzerland
Daviess	Jefferson	Owen	Vanderburgh
Dearborn	Jennings	Perry	Vigo
Decatur	Johnson	Pike	Warrick
Dubois	Knox	Posey	Washington
Floyd	Lawrence	Ripley	

Illinois (the following 41 counties):

Alexander	Franklin	Lawrence	Randolph
Bond	Gallatin	Macoupin	Richland
Calhoun	Greene	Madison	St. Clair
Clark	Hamilton	Marion	Saline
Clay	Hardin	Massac	Union
Clinton	Jackson	Monroe	Wabash
Crawford	Jasper	Montgomery	Washington
Cumberland	Jefferson	Perry	Wayne
Edwards	Jersey	Pope	White
Effingham	Johnson	Pulaski	Williamson
Fayette			

Missouri (the following 83 counties):

Audrain	Dallas	Madison	Ripley
Barry	Dent	Maries	St. Charles
Barton	Douglas	Miller	St. Clair
Bates	Dunklin	Mississippi	St. Francois
Banton	Franklin	Moniteau	St. Louis
Bollinger	Gasconade	Montgomery	St. Louis City
Boone	Greene	Morgan	Ste. Genevieve
Butler	Henry	New Madrid	Saline
Callaway	Hickory	Newton	Scott
Camden	Howard	Oregon	Shannon
Cape Girardeau	Howell	Osage	Stoddard
Carroll	Iron	Ozark	Stone
Carter	Jackson	Pemiscot	Taney
Cass	Jasper	Perry	Texas
Cedar	Jefferson	Pettis	Vernon
Christian	Johnson	Phelps	Warren
Clay	Laclede	Platte	Washington
Cole	Lafayette	Polk	Wayne
Cooper	Lawrence	Pulaski	Webster
Crawford	Lincoln	Ray	Wright
Dade	McDonald	Reynolds	

Kansas (the following 68 counties):

Allen	Elk	Kingman	Ottawa
Anderson	Ellsworth	Kiowa	Pawnee
Barber	Finney	Labette	Pratt
Barton	Ford	Leavenworth	Reno
Bourbon	Franklin	Lincoln	Rice
Butler	Geary	Linn	Rush
Chase	Grant	Lyon	Russell
Chautauqua	Gray	McPherson	Saline
Cherokee	Greenwood	Marion	Sedgwick
Clark	Hamilton	Meade	Seward
Coffee	Harper	Miami	Stafford
Comanche	Harvey	Montgomery	Stanton
Cowley	Haskell	Morris	Stevens
Crawford	Hodgeman	Morton	Sumner
Dickinson	Jefferson	Neosho	Wilson
Douglas	Johnson	Ness	Woodson
Edwards	Kearny	Osage	Wyandotte

Kentucky (all counties).

ZONE D

Period	*Beginning date*	*Ending date*
1	Oct. 1, 1942	Dec. 5, 1942
2	Dec. 6, 1942	Jan. 2, 1943
3	Jan. 3, 1943	Feb. 5, 1943
4	Feb. 6, 1943	Mar. 6, 1943
5	Mar. 7, 1943	Sept. 30, 1943

States in O. P. C. District 1

North Carolina (all counties). *South Carolina* (all counties).

Georgia (all counties).

Florida (all counties with exception of the following 10 counties and that part of Franklin County lying west of the Appalachicola River):

Bay	Gulf	Okaloosa	Walton
Calhoun	Holmes	Santa Rosa	Washington
Escambia	Jackson		

The rations for heating premises may be adjusted to take account of abnormal changes in weather and supply by variation of the gallonage value of the coupon by period or by zone. However, in order that the unit value may reflect actual rather than anticipated weather conditions, adjustment will take place in the following period. The degree day history of Period 1, for example, will be reflected in the value of the coupons of Period 2. To compensate for this delayed adjustment, delayed use of the coupons of each period will be permitted. For example, coupons for Period 1 might remain valid the first week of Period 2. The valid dates for the coupons of each period will be announced by the Office of Price Administration. This extension will permit delivery of fuel oil in efficient quantities.

B. **Ration for Private Dwelling:** Three factors determine the fuel oil ration for heating a private dwelling (as defined in the Regulations): (1) a standard ***heat-loss formula*** based on the square foot dwelling area to be heated; (2) ***the previous heating season's consumption*** reduced by an appropriate percentage; (3) ***the number of occupants in each house.*** The ration will be adjusted to the normal temperature in the area by the use of a degree-day temperature table for each subzone into which the rationed area is divided.

The heat-loss formula represents the heating requirements of a typical free-standing house possessing standard insulation and burner efficiency under the normal degree-day temperature of the area in which the house is located.

The formula will be used to set a range for the ration. If a certain percentage (which will be specified in the Regulations) of last year's adjusted consumption falls within the range, this percentage will constitute the ration. If it falls above the range, the upper limit of the range will be the ration. If it falls below the lower limit of the range, then a larger percentage of last year's consumption (of the lower limit of the range, whichever is smaller) will constitute the ration. If records of past consumption are not available, the ration will be based on the midpoint of the range.

There will also be a limit on the size of the ration based on the number of persons in the dwelling as related to the area of the building.

The formula is set to achieve a standard room temperature of 65° at the outset—the level necessary to meet the fuel oil shortage. This standard temperature is within the limit of minimum health standards. An additional allowance will be added to the ration if there are any children less than four years of age who regularly live in the dwelling.

C. **Rations for Multiple Dwellings, Commercial, Industrial and Institutional Establishments for Heating:** The ration for multiple dwellings and commercial, industrial, and institutional establishments will be determined on the basis of a percentage of last year's adjusted consumption. When the past year's consumption figure is not available, a certification by an architect or heating engineer as to the normal fuel requirements will be required. A standard percentage cut will be applied to the past year's consumption, after adjustment.

The indefinite value coupons will also be used for these rations. the flexible adjustment of the rations by period or by thermal zone will be possible.

D. **Water Heating:** Fuel oil for heating water for domestic use will be curtailed in the same proportion as for heating structures. Commercial and industrial users of oil for heating water will, in general, receive the same percentage cut under normal requirements that is applied to space-heating requirements. Auxiliary rations may be granted for heating water where hot water is used for a purpose directly related to public health or where it is used as an integral part of a commercial, industrial, agricultural or extractive process or operation.

E. **Auxiliary Requirements:** Auxiliary rations may be allowed for heating buildings or portions of buildings and heating water in specific cases set forth in the Regulations, upon demonstration that special hardship would result. Certain cases in which auxiliary rations may be allowed, are:

(1) Persons of poor health, or persons who require warmer temperatures because of advanced age, may receive auxiliary rations for heating private dwellings. If they live in multiple dwellings they

may receive auxiliary rations only for use in unit space heaters. Eligibility for such rations will be allowed only on certification of necessity by a licensed physician.

(2) Industrial, institutional, and certain other establishments which have special temperature requirements to permit proper functioning may apply for an auxiliary ration for space heating.

(3) When there is a change of circumstance by reason of an increase in the number of persons in a private dwelling, an auxiliary ration may be allowed for heating water.

(4) Auxiliary rations may be granted for heating water where hot water is used for a purpose directly related to public health or where it is used as an integral part of a commercial, industrial, agricultural, or extractive process or operation.

3. Other Uses of Fuel Oil.

Oil for lighting and cooking will be allowed on basis of the number of persons served by the equipment. Other nonheating uses will be controlled but in general will not be curtailed. Allotments will be based on past consumption and estimated requirements. Industrial **nonheating** uses of fuel oil will not necessarily be curtailed but will be controlled and accounted for by the use of coupons or, in the case of residuals, by the use of the Delivery Receipts for Residual Fuel Oil (Form OPA R-1125). In all these cases Boards will be provided with standards to guide them in appraising the applications. Military uses will be accounted for by Acknowledgment of Delivery of Fuel Oil (Form OPA R-544, Revised).

4. Summary of the Operation of the Plan.

On dates to be announced by the Office of Price Administration, all dealers and primary and secondary suppliers will register with their local rationing boards, indicating on appropriate forms the capacity of their storage tanks and the amount of oil on hand as of midnight September 30, 1942. On approval by the Board, the registrant will receive a Certificate of Registration and a sufficient number of the different application forms for distribution to his customers. The dealer will attach to each application a certification of the amount of fuel oil purchased from him by each customer for the twelve-month period ended May 31, 1942, and then transmit the appropriate application to his customers. The consumer will fill out the form, indicating his consumption for the preceding year, the floor area of his home and other appropriate information requested in the application and then mail the application to his War Price and Rationing Board.

On the basis of the application and any additional information which may be required, the Board will determine the ration to which the applicant is entitled. The consumer must present to his dealer, at the time of delivery of fuel oil, consumer coupons equal in value to the number of gallons delivered. The dealer, in turn, is required to present coupons to his supplier of a value identical with the gallonage obtained for stock replenishments. Finally, the primary supplier will submit to the Office of Price Administration a monthly reconciliation statement showing opening and closing inventories, receipts, sales and other information required on the report. Frequent audits

of dealers and secondary and primary suppliers will be made by the Office of Price Administration.

5. Definitions.

Primary Supplier

A "primary supplier" means:

(1) Any person who refines fuel oil within the limitation area; or

(2) Any person who maintains stationary storage facilities within the limitation area from which the first transfer of fuel oil within the limitation area is made; or

(3) Any person who maintains a consumer establishment within the limitation area at which a first delivery of fuel oil within the limitation area is taken by pipeline, barge, tank ship, or railroad tank car for the use of such person; or

(4) Any person, whether within or without the limitation area, who does not maintain stationary storage facilities within the limitation area, and who sends or brings fuel oil into the limitation area and transfers it to anyone other than a primary supplier as defined in (1), (2), and (3) above.

Dealer and Secondary Supplier

A "dealer" means any person who transfers fuel oil to consumers from a regular place of business located within, or from mobile facilities operating within, the limitation area.

A "secondary supplier" means any person, other than a primary supplier as defined above, who sells fuel oil for resale.

SECTION III

FUNCTIONS OF STATE DIRECTORS*

THE STATE DIRECTOR WILL:

1. ADMINISTER fuel oil rationing in his State.
2. WORK WITH: (*a*) County clerks (where designated as consignees); (*b*) Custodians; (*c*) War Price and Rationing Boards.
3. PROVIDE BOARDS with rationing guides, operating instructions, amendments to the regulations, etc., as received from the national office.
4. APPOINT RESPONSIBLE CUSTODIANS to receive initial supplies from the designated consignees, such custodians to be charged with custody and original distribution of forms and documents to the War Price and Rationing Boards.
5. INFORM EACH CUSTODIAN of location of each War Price and Rationing Board under his jurisdiction.
6. RECEIVE SPREAD SHEET from national office showing quantities of forms and documents for original distribution within the state.
7. INFORM CONSIGNEES at local receiving points of the amount of each form to be shipped to each point. It is necessary that consignees have this information to check their receipts. The consignees vary in the following states as indicated:

STATE DIRECTORS—

District of Columbia	South Carolina	Massachusetts
Maine	Vermont	

In the above States, State Directors will reship forms to the local level, using information on the Special Sheet as a guide to quantities likely to be needed in

*These instructions also apply to District Managers in those States in which district offices have been established.

the different counties. They should inform consignees at the local level the amount of each form sent to each such consignee.

COUNTY AUDITORS: North Dakota

COUNTY CLERKS: New Hampshire, New Jersey, Rhode Island, West Virginia, Minnesota, Nebraska

COUNTY CUSTODIANS: Delaware

COUNTY CLERKS and WAR PRICE RATIONING BOARDS: New York

WAR PRICE AND RATIONING BOARDS:

Connecticut	Iowa	Michigan	Ohio
Florida	Kansas	Missouri	South Dakota
Georgia	Kentucky	North Carolina	Virginia
Illinois	Maryland	Pennsylvania	Wisconsin
Indiana			

8. RECEIVE STATE RESERVE of all forms, documents, and materials from the national office from which to replenish stocks of the Boards.

9. SEND NAMES to Boards of such technical men as the Fuel Oil Branch provides. Keep in touch with the State Technical Fuel Oil Committee to obtain additional technical aid for Boards in the issuance of rations.

10. CONTACT CHIEF STATE SCHOOL OFFICER if any Boards find it desirable to ask the help of the schools in providing space or personnel during the period of registration of dealers and issuance of rations. The Office of Education has asked that state, county, and local school officials cooperate wherever necessary.

11. REPORT INVENTORY of the State reserve—AND—requisition additional supplies as needed on Form OPA R-177-B according to instructions from the national office.

12. CONSOLIDATE REGISTRATION REPORTS received from War Price and Rationing Boards in the state—AND—make summary report on Form OPA R-1123 to the national office.

13. DECIDE APPEALS from decisions of the War Price and Rationing Boards—AND—inform the Board and the applicant, in writing, of such decisions.

14. FORWARD TO THE REGIONAL ADMINISTRATOR the entire record in cases of appeal from the State Director including the application, the applicant's statement forming the basis of the appeal, etc. This shall be done within five days after receipt of the statement of the appeal.

15. RECEIVE REPORTS from the Boards of alleged violations of the Regulations—AND—deliver such reports to the Enforcement Division for investigation.

SECTION IV

INSTRUCTIONS TO CUSTODIANS

THE CUSTODIAN WILL:

1. PICK UP AND ASSUME CUSTODY of all forms, documents, and other initial supplies from consignee, who will be furnished a statement by the State Director of the quantity of various forms shipped.

2. DISTRIBUTE THESE MATERIALS equally among the Boards, except where local conditions, in his judgment, justify differentiation.

3. MAINTAIN FREQUENT CONTACT with local consignee to keep informed of initial supplies received for distribution.

4. OBTAIN LISTS OF BOARDS (with addresses) in his area from the State Director.

5. USE DOCUMENT TRANSFER FORM OPA R-180 at time of each pick-up and delivery of all forms and documents, showing serial numbers of coupon sheets transferred.

6. OBTAIN COOPERATION of responsible local organizations, without cost, in providing facilities such as town, city, county, or state vehicles; privately owned or operated delivery wagons; messengers, or other practical means for delivery of forms, documents, and other supplies.

7. RETAIN POSSESSION of every "Document Transfer Form" (Form OPA R-180), used by him in the transfer of supplies, pending disposition upon instructions from the State Director.

DATES OF DELIVERY. A list of the forms to be used in the Fuel Oil Rationing Program appears in Section V of this handbook, "Instructions for War Price and Rationing Boards." The following forms should be delivered to the Boards not later than the dates indicated:

Forms OPA R-1100, 1101, 1102, 1103, 1111, 1112, 1113, 1116, 120, and 1117 about October 15.

Forms OPA R-1105, 1106, 1107, 1108, 1109, 1110, 1114, 1115, 1118, Ration Guide, #1, 1124, 1126, 544 (Revised), 549 (Revised), 1125, and 1121, about October 20.

Forms OPA R-1104, 1118, 1119, 1123, 177-B, and 180, about October 26.

SECTION V

INSTRUCTIONS FOR THE WAR PRICE AND RATIONING BOARDS

THE WAR PRICE AND RATIONING BOARD WILL:

1. STUDY AND BECOME THOROUGHLY FAMILIAR with this entire handbook. The Board's responsibilities cover the whole range of the fuel oil rationing program.

2. COORDINATE THE WORK of all those under its jurisdiction engaged in the operation of the program, and become thoroughly familiar with their duties.

3. OBTAIN INITIAL SUPPLY of all forms, documents, and other materials from the local custodian. A list of forms appears below:

FORM No. OPA R-	*Title*
1100	Application for Fuel Oil and Kerosene Ration for Heat and Domestic Hot Water for *Private Dwellings.*
1101	Application for Fuel Oil and Kerosene Ration for Heat and Hot Water for *Premises Other Than Private Dwellings.*
1102	Application for Fuel Oil, Diesel Oil, and Kerosene Ration for *Industrial, Commercial, and Governmental Uses.* (Other than heating.
1103	Application for Fuel Oil, Diesel Oil, and Kerosene Ration for *Domestic, Institutional, and Agricultural Uses.* (Stoves, Ranges, Lamps, Farm Machinery and Equipment, Farm Trucks, etc.)
1104	Application for Fuel Oil or Kerosene Ration for Auxiliary Requirements.
1105	Class 1 Fuel Oil Coupon Sheet (1 Unit).
1106	Class 2 Fuel Oil Coupon Sheet (10 Unit).
1107	Class 3 Fuel Oil Coupon Sheet (1 Gallon).
1108	Class 4 Fuel Oil Coupon Sheet (5 Gallons).
1109	Class 5 Fuel Oil Coupon Sheet (25 Gallons).

1110	Class 6 Fuel Oil Coupon Sheet (100 Gallons).
1111	Fuel Oil Inventory Coupon (1 Gallon).
1112	Fuel Oil Inventory Coupon (100 Gallons).
1113	General Instructions, Fuel Oil Rationing.
1114	Industry Instructions, Fuel Oil Rationing.
1115	Fuel Oil Rationing Regulations.
1116	Application and Registration Certificate (for Dealers and Secondary and Primary Suppliers).
1117	Summary of Fuel Oil Coupons and Acknowledgments.
1118	Fuel Oil Exchange Certificate.
1119	*Monthly Fuel Oil Report (from Primary Suppliers).
120–	Ration Coupon Sheet.
177–B	Inventory Control and Requisition for Fuel Rationing Forms.
180	Document Transfer.
549 (Revised)	Certification of Shortage of Stock, Coupons, or Other Evidences.
544 (Revised)	*Acknowledgment of Delivery of Fuel Oil (for Armed Forces).
1121	Procedure Chart for Determining Rations for Private Dwellings.
1121–A	
1123	Fuel Oil Registration Report.
1124	Floor Area Schedule.
1125	Delivery Receipt for Residual Fuel Oil.
1126	Historical Consumption Schedule.

4. MAINTAIN AN ADEQUATE SUPPLY of forms and documents at all times.

5. MAKE SUPPLEMENTARY REQUISITION to the State Director on Form OPA R–177–B for additional supplies to meet current needs.

6. IN CASE OF EMERGENCY:

(a) Make supplementary requisition to State Director—OR—
(b) Obtain necessary supplies from a neighboring Board, receipting to that Board on Form OPA R–180, and notifying State Director in writing of the transfer—OR—
(c) Reproduce locally those forms which bear such authorization.

7. SECURE REGISTRATION on dates to be announced by the Office of Price Administration of all dealers and secondary and primary suppliers under your jurisdiction. Form OPA R–1116 will be furnished for this purpose. The procedure for registering dealers and secondary and primary suppliers is explained on the back of Form OPA R–1116. Definitions of dealers, secondary suppliers and primary suppliers also appear on the back of this form.

Check the information shown on the application to be sure it is complete and that the certification at the bottom has been signed. If the application is in good order, you will then:

(a) Issue to dealers and secondary suppliers (but not to primary suppliers) inventory coupons of 100 gallon value (Form OPA R–1112) and 1 gallon value (Form OPA R–1111) in an amount exactly equal to the difference between the total fuel oil storage capacity and the number of gallons on hand as of midnight September 30, 1942. Verify the calculations for this column to be sure that the unfilled capacity equals the difference between storage capacity and stocks on hand. Note that a full page of Form OPA R–1112 equals 10,000 gallons, and a full page of Form OPA R–1111 equals 100 gallons.
(b) Issue report forms to **each** registered dealer and secondary supplier as follows:
25—Form OPA R–1117 "Summary of Coupons and Acknowledgments."
100—Form OPA R–120 "Ration Coupon Sheet."

The Board should provide dealers and secondary suppliers with

*These forms will not be distributed by Boards. Form OPA R–1119 will be sent to Primary Suppliers from the national office. Form OPA R–544 (Revised) will be turned over to the appropriate agencies in Washington. These agencies will distribute the forms to their personnel.

additional quantities of these forms at any time upon their request, although such quantities should be held to a minimum in order to eliminate waste.

Inform dealers that Industry Instructions (OPA R–1114) has been mailed to them by the National Office and that a replacement copy may be secured from the Board when necessary.

8. OBTAIN REPORT from each fuel oil dealer within the Board's jurisdiction at the time of registration, indicating the exact number of his regular customers whose requirements correspond to those specified exclusively in each of the following applications. An explanation of the uses of fuel oil covered by each application appears on the first page of the form.

OPA R–1100—Application for Fuel Oil and Kerosene Ration for Heat and Domestic Hot Water for **Private Dwellings.**

OPA R–1101—Application for Fuel Oil and Kerosene Ration for Heat and Hot Water for **Premises Other Than Private Dwellings.**

OPA R–1102—Application for Fuel Oil, Diesel Oil, and Kerosene Ration for **Industrial, Commercial, and Governmental Uses.** (Other than heating.)

OPA R–1103—Application for Fuel Oil, Diesel Oil, and Kerosene Ration for **Domestic, Institutional and Agricultural Uses.** (Stoves, Ranges, Lamps, Farm Machinery and Equipment, Farm Trucks, etc.).

9. ISSUE TO EACH DEALER, or his duly authorized agent, at the time of registration the number of each of the above application forms required (corresponding to the number of customers indicated in his report for each form described) for initial distribution to his customers in the Board's area. Sufficient quantities of each application are sent to each Board to cover only consumers in that Board's area. **Do not give dealer any more applications than he needs for this portion of his customers.**

10. INSTRUCT THE DEALER to enclose with the form sent to each customer a signed memorandum or certificate showing the total number of gallons purchased during the 12 months ended May 31, 1942. This total of purchases should represent exclusively the fuel specified in each application. The certificate should read as follows:

This is to certify to the Office of Price Administration that during the twelve months ended May 31, 1942, I sold to _____ (Name) at _____ (Address) gallons of heating oil, grade _____, and my records so indicate.

(Signed) _____ *Dealer.*

(This certification subject to Penalty Clause 35A)

The memorandum should remind the customer to obtain a similar statement of such purchases, if any, from other dealers. If the customer needs more than one application on the basis of his uses of fuel oil during the above period, a statement of the quantity purchased for these uses during the year should be attached to the proper application.

11. INSTRUCT EACH DEALER to adopt precautionary measures to prevent waste, loss, or destruction of application forms.

12. RESERVE A MARGIN of the initial supply of these applications received from the custodian for issuance at the Board to persons who do not receive applications from their dealers.

13. ISSUE THE NECESSARY APPLICATION FORMS at the Board or at other distributing points (or mail upon request) on date to be announced to those applicants not supplied by their dealers.

IN ACCORDANCE WITH INSTRUCTIONS ON EACH APPLICATION FORM, APPLICANTS WILL MAIL THEIR COMPLETED APPLICATIONS DIRECTLY TO THE BOARD

14. OBTAIN SUFFICIENT HELP in the form of panel or auxiliary Boards or advisers to assist in the expeditious processing of applications, facilitating the prompt issuance of rations. This assistance may be obtained from such qualified persons as:

(*a*) Engineers.
(*b*) Architects.
(*c*) Persons associated with the various phases of the heating industry.
(*d*) Teachers—particularly those trained in mathematics.

The State Director has been asked to provide the names of competent local technical advisers. Upon request he can furnish added candidates by conferring with the State Technical Fuel Oil Committee.

15. SECURE ADDITIONAL LOCATIONS, where necessary, for passing out applications, advising applicants who need help in filling out applications, passing on applications, or issuing rations. The Office of Education has requested that state, county, and city superintendents of schools cooperate in any area where such additional space and staff are needed. The Board should contact the State Director if it wishes to use the facilities of any school.

16. REFER TO THE FUEL OIL RATIONING REGULATIONS AND THE FUEL OIL RATIONING GUIDE, for all necessary information and instructions as to the issuance of rations and the operation of the plan.

17. FORWARD TO THE STATE DIRECTOR the entire record in cases of appeal from decision of the Board—INCLUDING—the application, and the applicant's statement forming the basis of appeal. This shall be done within five days after receipt of the statement of appeal.

18. REPORT TO THE STATE DIRECTOR any apparent violation of the Regulations—INCLUDING—failure or refusal of any person to comply with an order of the Board concerning disposition of a ration to which he is not entitled.

19. FOLLOW THE INVENTORY CONTROL AND REPORT procedure established by the national office.

20. MAINTAIN on Form OPA R–177–B throughout the period of fuel oil rationing, an inventory of all forms, adopting precautionary measures to prevent undue waste, loss, or destruction.

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